



## **Department of Recreation and Parks Woottons Mill Park Garden Plot Program Information and Registration**

### **General Information:**

The City of Rockville operates a garden plot program located at Woottons Mill Park, 472 Hurley Avenue in Rockville, Maryland. There are 178 plots available for use between April 1, 2018 – November 11, 2018. Each plot is approximately 25'x25'. Plots are \$55 each for City of Rockville, Maryland residents and \$80 each for non-City of Rockville, MD participants. City of Rockville residents must provide proof of residency.

### **Registration:**

As of January 2, 2018, gardeners may call the Civic Center Business Office at 240-314-8660 to register. Registration may be completed through e-mail or in-person at the Civic Center business office. Because plots may be renewed annually, the number of available plots will vary year to year. All available plots are first-come, first-served and plots may not be held. Payment is due immediately upon registration. Failure to pay the registration will result in the plot being made available to others. If paying by check, please include the completed registration form along with check payable to "City of Rockville." Send to: Rockville Civic Center Park, Glenview Mansion, 603 Edmonston Drive, Rockville, MD 20851. It is the participant's responsibility to confirm and ensure that the registration process is complete.

### **Responsibility Agreement:**

All registered participants agree to maintain the plot and surrounding pathways for the entire season. The weeds must be kept at a minimum and crops must be harvested when ready. If, at any time, gardeners are unable to maintain the plot, notification must be provided to the Civic Center Business Office at 240-314-8660 or [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov) so the plot may be offered to others. Once registration is complete no refunds will be issued.

Registered participants in the Woottons Mill Garden Plot program shall be fully responsible for, shall indemnify, and hold the City of Rockville harmless from any damage to or loss of objects or property and for any personal injury incurred during or as a result of City property use. Participating in this program is at your own risk. If you observe illegal activities in the garden plots and/or park, contact the City of Rockville Police immediately to report the incident and file a report.

Phone Number to Non-Emergency Police Dispatch: 240-314-8900

Urgent and/or Life Threatening Emergencies: Call 911

### **Parking:**

There is a parking lot located at Woottons Mill Park. Please park in marked spaces. Parking in front of the dumpster is not permitted. There is no vehicle access to the plot area for unloading supplies, so be prepared with a wagon or wheel barrow. Do not drive into the park. This is a violation punishable by a \$200 fine per Sec. 14-53 Sub(b).

### **Tilling:**

The City of Rockville tills the plots at the end of March in preparation for the April 1<sup>st</sup> opening date. This is an approximate opening date and is solely based on the weather. A large farm tractor is used to till the plots. Further tilling is recommended, especially if the plot is not prepared for gardening within a week or so of the opening date.

**Finding the correct plot:**

The plots are staked, marked with string and numbered with a small utility flag placed in the center of the plot. Be sure to locate the correct plot. Those who plant in the wrong plot will be required to clear the plot before moving to the correct plot.

**Planting Guidelines:**

Gardeners must maintain the entire plot area. All weeds must be kept at a minimum even if gardeners use only a portion of the plot. Additionally, if gardeners are not planning to utilize the plot for the entire season the gardener is still responsible to maintain the weeds in the plot even when not in use.

Only plants that perform their entire life cycle from seed to flower within a single season are permitted in this program. This allows for complete clean up at the end of season. Growing tall plants such as corn or sunflowers is limited. Tall plants may not block the sun access to a neighboring plot. It is recommended that tall plants be placed in the center of the plot to avoid this situation as much as possible. Structures such as trellises, wood ladders or other support systems built within a plot are permitted, but are limited to 4' in height.

**Water/Hoses:**

There are water spigots throughout the garden plot grid. Gardeners are responsible to bring their own hoses and a splitter to connect to the water source so that multiple gardeners may use the water spigot at the same time. Do not leave your hose connected to the water spigot. For safety reasons, all hoses must be rolled up and returned to the plot. Alternatively, the hose must be buried along the pathway if you do not return the hose to the plot to prevent tripping/falling hazards. Hoses in violation will be removed. The City of Rockville is not responsible for hoses that have been removed as a result of violating this rule.

**Fencing:**

The City of Rockville does not provide fencing. Gardeners may erect their own fencing. There are a variety of fencing materials that are allowed. For example, metal fencing, wood fencing and mesh fencing are options. If using mesh fencing, the mesh pattern must  $\frac{3}{4}$  square in diameter or larger and higher than 3' from the ground. Mesh fencing may not be used if less than 3' from the ground.

**Wood Chips/Pathways:**

A wood chip pile is located on-site. These wood chips may be used in the plots to maintain the weeds, as well as along the pathways that access the plots. Gardeners are responsible to maintain the pathway surrounding their plot. The wood chip pile is courtesy of the Department of Recreation and Parks. Replenishing the wood chip pile only occurs when the Parks crew completes projects throughout the City that create wood chips (i.e. tree trimming, removal of wood piles, etc.). There is no set schedule for wood chips to be delivered. All gardeners are welcome to use the wood chips at the garden site on a first-come, first-served basis.

**Dumpster/Organic Disposal Bins:**

There are several organic bins located around the perimeter of the garden plot grid. Please pay attention to the signs in these bins. One side of the organic bin is for organic materials, weeds and plants only, while the other side is for rocks and soil only. All other debris must be placed in the dumpster located in the parking lot area. Be sure to separate items accordingly.

**Pets:**

All pets must be leashed. Standard courtesy rules apply for cleaning up after pets. Pets are not permitted to roam the garden plot area. Be sure to keep your pet with you at all times.

### Smoking:

All City of Rockville parks are smoke-free/vaping-free and is not allowed on City of Rockville park property.

### Chemicals:

The use of insecticides, herbicides, etc. are allowed with the utmost care and consideration for other gardeners. If these chemicals are necessary, be sure to follow the instructions provided on the product container. All items must be removed from the plot area after use. For safety reasons, chemical products may not be stored on site; do not leave containers within the plot area.

### Animal Control:

Gardeners experiencing any issues with wild animals at the garden plot site may call the City of Rockville Animal Control Services at 240-314-8937.

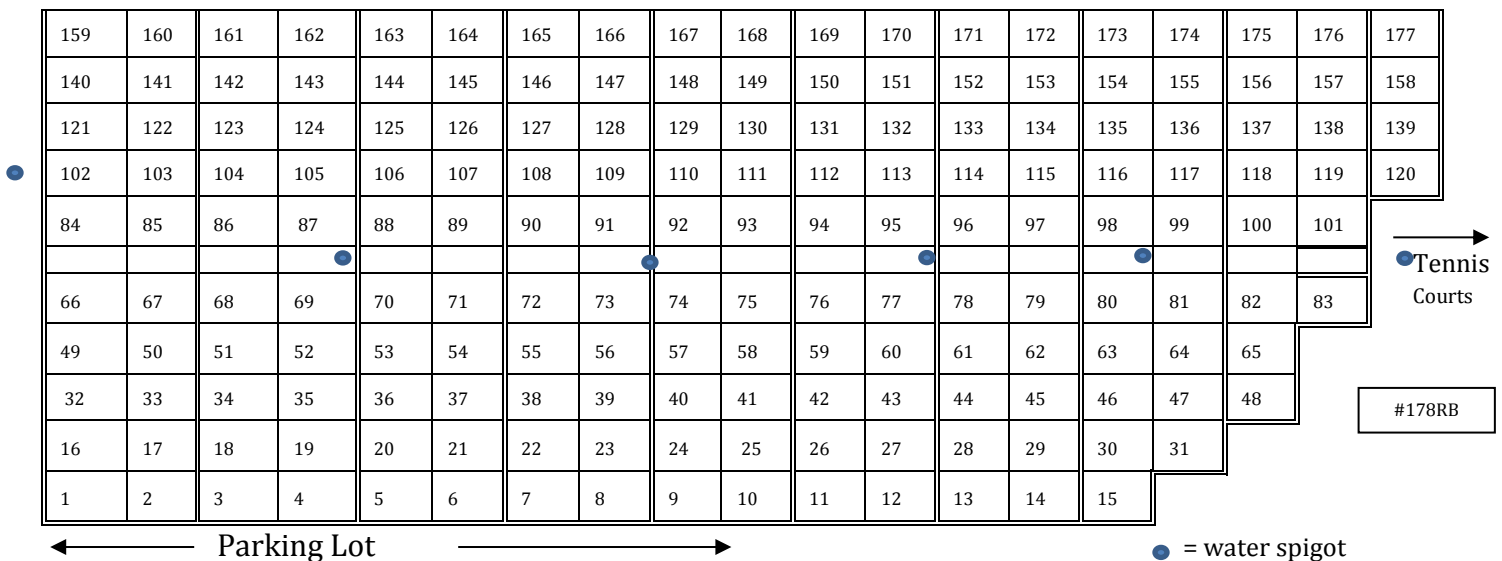
### Personal Items:

Gardeners are responsible to provide their own hoses, fencing, weed barrier materials, plants and tools. The garden plots are located in an open public park. It is recommended that all items be labelled with a name and plot number.

### End of Season Clean up:

The deadline for clearing your plot is **Sunday, November 11, 2018**. Be prepared to clear all items from the garden plot site. All trash and garden debris must be disposed of in the dumpster located in the parking lot. Organic disposal bins are available for organic materials, weeds, plants and rocks are available throughout the clean-up process. Debris may not be left on the outer perimeter of the garden area. All fencing, caging, weed barrier, containers, hoses, tools and other garden supplies must be removed from the property. Failure to clear your plot by the deadline will result in a \$100 fine which will appear on your City of Rockville account. Payment will be due immediately upon receipt of the fine. If the fine is not paid, you will not be able to renew your plot or participate in the following year. Additionally, you will be blocked from reserving, renting or registering for any facility, camp, class or activity with the City of Rockville.

### Garden Plot Grid:



## 2018 Registration Form

Registration begins January 2, 2018. Fill out the information completely to register for a garden plot.

Fees are \$80 per plot; \$55 per plot if you live inside the corporate district of the City of Rockville.

Proof of residency is required.

To register for a plot, you may call 240-314-8660 to choose from available plots. Once assigned a plot, you may complete your registration by the following methods:

1. Scan the registration form to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov) and call the business office with Mastercard or Visa credit card information. Payment is due immediately upon registration. Note: If paying by credit card we will need the name of the person listed on the card, the 16-digit account number, the expiration date, the 3-digit security code on the back of the card and the exact billing address on the credit card statement.
2. Drop off the form along with cash or a check payable to "City of Rockville" to the Rockville Civic Center Park, Civic Center business office located at 603 Edmonston Drive, Rockville, MD 20851.

Note: Payment is due immediately at the time of registration.

Plot Number/s: \_\_\_\_\_

***Please type or print clearly.***

Name: \_\_\_\_\_

Complete Address (including Zip Code):

Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Print E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I have read and understand the information provided in the Woottons Mill Garden Plot program information and registration packet. I understand if I am unable to maintain my plot that I must notify the Civic Center business office at 240-314-8660 or e-mail [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov). I agree to abide by the clean up deadline of **November 11, 2018** and I understand the repercussions of not clearing my plot. I understand that I will forfeit my plot with no refund if the garden plot information is not followed at all times. I understand it is my responsibility to ensure the registration form has been received by the Civic Center business office. Once registration is complete, no refunds will be issued.

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_